



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 6/5/18	<u>Interviewer:</u> Lafayette Baker	<b>RFA #18- 58</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Staff member		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED] (staff)		

To the best of your knowledge, please fill out the following:

Interviewee Status:      Male  Female  Administrator  Faculty  Staff  Student   
Concern Regarding:      Male  Female  Administrator  Faculty  Staff  Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input checked="" type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
6/5/18	[REDACTED] calls EO Office	[REDACTED] indicates he has been contacted by one of his employees who has concerns of sexual harassment by her co-workers.
6/6/18	LB meet with [REDACTED]	June 6 LB met with [REDACTED], the manager of [REDACTED]. [REDACTED] explains that he received several emails regarding [REDACTED], who is a [REDACTED] alleged that two [REDACTED] are currently sexual harassing her. The two [REDACTED] are [REDACTED] a [REDACTED] and [REDACTED] a [REDACTED] is [REDACTED] supervisor. She sent the email 6/4 to [REDACTED] a [REDACTED] and [REDACTED] forwarded the email to [REDACTED] Tuesday 6/6.  In the emails, [REDACTED] explained that [REDACTED] does sexual sign language behind her back. And [REDACTED] and [REDACTED] both made sexual comments to her. They also both asked about her intimate relationship details. In addition, [REDACTED] alleged that [REDACTED] blew her kisses, and filmed her on his phone in break room.



		<p>█████ said she just wants this behavior to stop. And she said she fears backlash and being judged about reporting this.</p>
6/14/18	█████ forwarded LB an email	<p>Email was an FYI email that █████ sent to supervisor █████ with co-worker █████.</p>
6/14/18	LB met with █████	<p>LB explained the EO Office's Resolution processes "Protocol" (see above).</p> <p>█████ said he knew █████ when he was a student █████ in 2009. They became good friends after he graduated and became a professional █████ in 2011. █████ said he has worked with █████ since 2011, and █████ taught him how to sign.</p> <p>█████ explained he was walking behind █████ with █████, and █████ was mimicking sexual acts and made a trusting motions with his pelvic region and pulling motion with his upper body. █████ explained that numerous times he told █████ to stop doing that.</p> <p>█████ said at least once a week for about two years, █████ would mention something to █████ about █████. He would say, "█████ works out." "█████ is single now." "█████ looks good." █████ said █████ will comment on her butt and legs also. █████ said █████ also signs sexually about other women walking across campus.</p> <p>█████ indicated that 11/17 in Miller Hall, █████ showed him porn on his phone. █████ said he was freaked out, and told █████ that was not okay. █████ also told █████ to never do that again. █████ said █████ has never done that since.</p>
6/14/18	LB talked █████	<p>LB explained the EO Office's Resolution processes "Protocol" (see above).</p> <p>█████ explained that she asked █████ about her prior █████ experience because she was concerned about her health, and she wanted to make sure she was okay. █████ explained that in her █████ culture, it is common to ask people about their health. LB explained to █████ that █████ is uncomfortable with █████ asking her about her health. █████ indicated that she understood, and she would not ask █████ anymore personal health question.</p> <p>█████ said she did not ask █████ about her divorce. █████ explained that she heard █████ ex-husband on the █████, and asked █████ about it him. Subsequently, █████ indicated that she did not want █████ to ask her about her ex-husband. LB explained to █████ that █████ said she does not want to talk about her personal life with █████. And █████ said she would like to focus on discussing work-related matters. █████ told LB that she understood and would focus on discussing work-related matters with █████.</p> <p>█████ explained that she did ask █████ about her vacation because she was being conversational. And she asked her if she met someone while she was on vacation because she knew that █████ was single. LB again indicated that █████ does not want to talk about personal vacation matters with █████. █████ explained that she understood.</p> <p>█████ said she did touch █████ waist and complemented her figure. █████ said she really admires █████ slim figure and told her she would wear sexy dress if she had █████ figure. █████ said she was trying to be funny. LB explained to</p>

		<p>[REDACTED] that [REDACTED] was upset when [REDACTED] touched her and talked about her appearance. LB told [REDACTED] that it was inappropriate work behavior to touch [REDACTED] and talk about her appearance. [REDACTED] explained that she understood and she would not do that again to [REDACTED].</p>
6/15/18	LB met with [REDACTED]	<p>LB explained the EO Office's Resolution processes "Protocol" (see above). [REDACTED] accompanied [REDACTED].</p> <p>[REDACTED] said he has worked at western for seven years as a [REDACTED]. He said his male coworker's would sometimes stand around and make comments about women. And a few times, he has made gestures about [REDACTED] and told them she was pretty. [REDACTED] explained that it is common in [REDACTED] where he is from, to comment on women's appearance and make gestures. LB explained to [REDACTED] that talking about women's experience and making gestures is inappropriate workplace behavior under policy 1600.04, and [REDACTED] would like this type of behavior to stop immediately. [REDACTED] said he understands, and would refrain from that type of behavior in the future.</p> <p>[REDACTED] explained that he and [REDACTED] would sometimes sign that [REDACTED] and other females at the school were pretty. And they would laugh about it. LB asked [REDACTED] to refrain from that type of behavior, because it is inappropriate at work. [REDACTED] explained that he had learned his lesson, and he plans to stop making comments about [REDACTED] and other female students.</p> <p>[REDACTED] said he does not recall blowing kisses to [REDACTED], and [REDACTED] wagging her finger no to him. However, [REDACTED] said [REDACTED] possibly got the "Hello" sign confused with blowing kisses because they are similar gestures. [REDACTED] thinks maybe [REDACTED] misunderstood him.</p> <p>[REDACTED] explained that he was not filming [REDACTED] in the break room. He said he was face-timing a friend on his phone, and tried to introduce his friend to [REDACTED]. LB explained to [REDACTED] that [REDACTED] indicated she does not want to be face-timed by [REDACTED]. [REDACTED] said he understood, and it would not happen again.</p> <p>[REDACTED] explained that he asked [REDACTED] about tips for eating health because she is very slim, and he is trying to lose weight. [REDACTED] said he did not make the other comments to [REDACTED]. He thinks she possibly got his signs confused. LB explained to [REDACTED] that [REDACTED] would like to keep their conversations about work related matters. And she does not want to talk about healthy eating and other personal topic with [REDACTED]. [REDACTED] said he understood and it would not happen again.</p> <p>[REDACTED] indicated that he would look like to go through the EOO sexual harassment training with his [REDACTED], because he wants to have a better understanding about what is appropriate and inappropriate behavior at work in future. LB told [REDACTED] he would work with [REDACTED] to set up the training.</p>
6/15	LB met with [REDACTED]	<p>LB explained to [REDACTED] that he met with [REDACTED]. and LB talked to [REDACTED] and [REDACTED] about her concerned. LB told [REDACTED] that [REDACTED] and [REDACTED] understood her concerns, they are took them very seriously, and they would refrain from that type of behavior in the future.</p> <p>In addition, they both said they would focus on keeping their interactions with [REDACTED] friendly and talk about work related matter.</p>

		LB told [REDACTED] that [REDACTED] and [REDACTED] would be going through sexual harassment prevention training (SHPT) in a separate session with Langley.  [REDACTED] thanked LB for his assistance with her concerns, and she said she is comfortable the outcome of this informal resolution.
6/19	LB and SGS met with [REDACTED]	SGS explained to [REDACTED] she would like to bring [REDACTED] in and talk about some of the concerns she raised in her email to [REDACTED]. SGS told [REDACTED] that the goal of the conversation will be to educate [REDACTED]  LB told [REDACTED] that EO will be recommending that [REDACTED] also receive training from Langley on SHPT.  [REDACTED] indicated that she was comfortable with the EO Office talking to [REDACTED] about her concerns.
6/21	LB called [REDACTED]	LB explained to [REDACTED] that this was an informal resolution, and some concerns were raised regarding some comments he made when he was a [REDACTED]. LB told [REDACTED] that he would like to schedule a meeting to discuss the situation with him. LB told [REDACTED] he could have a union rep with him at the meeting. [REDACTED] declined to have a union rep and scheduled a meeting with LB for 4/22.
6/22	LB and Caitlin R. McGrane, [REDACTED] met with [REDACTED]	LB explained the EO Office's Resolution processes "Protocol" (see above).  LB explained to [REDACTED] that [REDACTED] wrote an email to [REDACTED] regarding some concerning comment he allegedly made to [REDACTED] can [REDACTED].  [REDACTED] explained that he worked with [REDACTED] from March through May 2018. [REDACTED] said he may have asked [REDACTED] if she was married during a casual conversation, but he did not ask her that repeatedly. He said he does not recall flirting with [REDACTED], he said he just had casual conversation with [REDACTED] in the break room.  LB explained to [REDACTED] that [REDACTED] said she witnessed him flirting with [REDACTED], and [REDACTED] indicated that it made her uncomfortable. LB told [REDACTED] that in the future, it is important to be aware regarding how the comments he makes at work impact other people in the room. [REDACTED] said he understood, and he would consider that in the future.  [REDACTED] said he does not recall saying he "Knew all about women." And [REDACTED] said he did not tell a student worker that [REDACTED] "Was a great catch." He said "He knows better than that."  [REDACTED] does recall asking [REDACTED] if she was going alone on her vacation, and responding "That sounds like a personal question." [REDACTED] said he knew [REDACTED] was uncomfortable with his question when she made that comment. He said after she made that comment he did not ask [REDACTED] anymore personal questions.  LB explained to [REDACTED] the reasons as to why he should avoid asking coworker personal and intimate question because some coworker are not comfortable talking those issues at work. In addition, LB reviewed EO policy 1600.04 with [REDACTED], and talked about hostile work environment. LB explained to [REDACTED] that some coworkers may construe personal questions and flirting as possibly creating a hostile work environment.  [REDACTED] said he understood what LB said, and he would utilize the guidance LB provided to help him to avoid similar situations in the future.

		LB asked [REDACTED] if he would be willing to go through a one hour sexual harassment training with LKL. And [REDACTED] said he would go through the training. LB told [REDACTED] that he would work with [REDACTED] to schedule the training.
6/25/18	LB called [REDACTED]	LB told [REDACTED] that he had a nice conversation with [REDACTED] about [REDACTED] concerns. LB said as a result of this informal resolution that the EO Office recommends that [REDACTED] meet together with LKL for one hour, and [REDACTED] for two hours to have a personalized SHPT with LKL. [REDACTED] said he would schedule the training for [REDACTED]. [REDACTED] thanked LB for his assistance with this situation and feels it is closed out to his satisfaction.
7/13/18	[REDACTED] emailed LB	[REDACTED] scheduled [REDACTED] training with LKL for 7/13 at 9am. [REDACTED] scheduled [REDACTED] and [REDACTED] training with LKL for 7/13 at 11am
7/20/18	CM check in with LKL re: trainings	LKL confirmed [REDACTED] attended training last week on 7/13 as scheduled. LKL said both [REDACTED] and [REDACTED] did not attend. LKL rescheduled with [REDACTED] for 7/27, did not realize [REDACTED] was to attend as well. On 7/20 LKL sent an e-mail to [REDACTED] to see if the time on 7/27 works for both [REDACTED] and [REDACTED] - or if it will need to be rescheduled. LKL will confirm with CM when [REDACTED] and [REDACTED] attend training.
8/1/18	CM check in with LKL re: trainings	LKL confirmed that [REDACTED] and [REDACTED] attended a training with them on August 1, 2018.